

Job Opportunity Bulletin

Post Date: 5/6/2015

Investigator Assistant

Salary Range: \$2,987 - \$3,636
Permanent, Full Time

FINAL FILING DATE: Until Filled

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position #473-807-8609-901

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Melissa Woodall
Number: (916) 322-9001

Email:
melissa.woodall@dds.ca.gov

The Department of Developmental Services' Office of Protective Services is currently seeking an Investigator Assistant in the Sacramento Headquarters Office. Responsibilities include gathering applications, documentary evidence, police reports and court records to assist in conducting criminal offender record information investigations for applicants in the Family Home Agency and Self Determination Programs. For complete duties, refer to the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of investigation techniques and procedures, rules of evidence and court procedures, laws of arrest, and search and seizure;
- Ability to interpret and apply laws and regulations;
- Ability to reason logically, draw valid conclusions, and make appropriate recommendations;
- Excellent communication skills and ability to follow written and oral instructions;
- Ability to prepare written documents and accurate detailed investigation reports clearly and concisely;
- Special Personal Characteristic: Possession of valid California driver's license.

Applicants who are being considered for positions assigned Peace Officer status are required to meet the provisions of California Penal Code Section 832 et. seq., and complete training courses as prescribed by the Commission on Peace Officer Standards and Training (POST). A full background investigation will be completed prior to a conditional offer of employment being made.

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Please include the **basis of your eligibility** (*list eligibles and/or lateral transfers must meet the minimum qualifications of this classification*) and **position #473-807-8609-901** on your application.

Possession of minimum qualifications (MQ's) will be verified prior to interview and/or appointment. You must include proof of eligibility and any supporting documentation with your application. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list. This position is subject to re-employment/SROA/surplus clearance.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

DEPARTMENT OF DEVELOPMENTAL SERVICES**OFFICE OF PROTECTIVE SERVICES
PROFESSIONAL STANDARDS BRANCH****DUTY STATEMENT****JOB TITLE:** INVESTIGATOR ASSISTANT**POSITION #:** 473-807-8609-901

POSITION DESCRIPTION: Under the direct supervision of the Supervising Special Investigator I (SSI I) of the Professional Standards Branch (PSB), Office of Protective Services (OPS), as a learner and worker, the Investigator Assistant is responsible for assisting the Investigator in the more routine phases of administrative investigations to identify violations of Federal, State, and/or local laws. The Investigator Assistant is also responsible for assisting the Investigator with the administration of the criminal history review and exemption procedures and processes associated with the Self Determination Program (SDP) and the Family Home Agency (FHA) program.

The Investigator Assistant may conduct preliminary investigatory work and may assist on other types of administrative investigations assigned to OPS headquarters investigators.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: The Investigator Assistant will receive supervision and direction from the SSI I.

EXAMPLES OF DUTIES:

- 50% Assists Investigator in conducting Criminal Offender Record Information (CORI) investigations on FHA/SDP applicants; e.g., developing documentary evidence, identifying witnesses, and assisting in scheduling interviews as needed. Assists with review and interpretation of CORI reports issued by Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI) relative to arrest and conviction information. Assists with analysis and correctly identifies California Penal Code or other criminal code violations. Gathers information from the DOJ and DMV databases to collect documentary evidence in CORI investigations and utilizes database to track and monitor the status of each investigation.
- 30% Assists Investigator by preparing correspondence such as records requests for arrest and conviction records as well as notice to applicants/employees as to information needed for an investigation. Creates the investigatory file and assists the Investigator with follow-up requests for information.
- 10% Provides consultation, technical assistance, and/or information to investigators and support staff regarding law violations to staff assigned to process the FHA/SDP applications. Responds to inquiries from the FHA agencies, the SDP participants and the 21 Regional Centers (RC) related to background check services and regulatory requirements, as well as the applicants for both programs.

- 5% Develops and maintains a working relationship with outside law enforcement agencies, other state and federal agencies, and the California Superior Court records clerks.
- 5% Attends mandatory training to maintain current on peace officer standards; may assist the SSI I and/ or Investigators in providing in-house law enforcement training to OPS staff as necessary.

WORKING CONDITIONS:

Must have the ability to work in an office environment in either a cubical or office and must have the ability to work on a computer or laptop and other office equipment and business machines. This position may require travel on an intermittent basis. The Investigator Assistant must be able to drive an automobile and travel by other modes of transportation to conduct investigative activities; must have the ability to work irregular hours and work overtime when approved.

This position is assigned Peace Officer status and must meet the provisions of section 832 of the California Penal Code, which requires the successful completion of a full background investigation prior to appointment, including medical and psychological evaluations.

DESIRABLE QUALIFICATIONS:

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; and service of legal process.

Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.

Completion of the POST Regular Basic Course or POST Specialized Investigation Basic Course.

Possess and maintain a valid California Defensive Driving Card.

Possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

REQUIRED CERTIFICATION OR LICENSE:

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JOB TITLE: INVESTIGATOR ASSISTANT

POSITION #: 473-807-8609-901

SPECIAL PERSONAL CHARACTERISTIC:

Possess and maintain valid driver license of the appropriate class issued by the California Department of Motor Vehicles.